

10 May 1994

CECW-OR/CEHR-E (690-500)

MEMORANDUM FOR ALL MAJOR SUBORDINATE COMMANDS, DISTRICT COMMANDS

SUBJECT: Regulatory Resources Management Initiative

1. Due to the increasingly complex challenges associated with execution of the Regulatory Program, I am providing you with some additional tools to assist you.

This memorandum transmits a standard organization structure, with associated standard job descriptions, for Regulatory. Implementing guidelines and instructions are provided in Appendices A, B and C. You should employ these model organizational structures to the maximum extent possible in order to assure standardization of the business processes and optimization in executing the Regulatory Program. You should implement required actions within 12 months of the date of this memorandum.

2. Implementation of the subject initiative will be monitored with the intent of identifying and providing assistance with respect to problem areas which may not have been anticipated. I suggest that your regulatory and human resources team members work together in providing my staff with your implementation plan in accordance with the format in Appendix D.

3. Implementation plans are to be submitted directly to HQUSACE (ATTN: CECW-OR, Cheryl Smith) within 90 days of the date of this memorandum. Subsequently, division commanders should review your progress on a quarterly basis, beginning in the July 1994, monthly letter with a copy provided to CECW-OR.

4. For additional information, please contact Ms. Cheryl Smith, CECW-OR, at (202) 272-1780, or Ms. Shelia Dent, CEHR-E, at (202) 272-1769.

ARTHUR E. WILLIAMS
Lieutenant General, USA
Commanding

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Appendices

- A - Response to Comments on Draft Model Job Descriptions/Position Classification Guidance for Regulatory
- B - Standard Organization Structure for Regulatory
- C - Standard Job Descriptions (JDs) for Regulatory
- D - Outline for District Implementation Plan